

PCA- Prepare Annual Upper Payment Limit (UPL) Calculations

Purpose: To ensure that reimbursement does not exceed the federal upper payment limit parameters for inpatient hospital, outpatient hospital, nursing facility, clinics, psychiatric medical institutions for children, and intermediate care facilities for intellectual disabilities

Identification of Roles:

1. Senior Accountant/Analyst – compiles data to be used in UPL and prepares UPL calculations and draft report.
2. Manager – reviews UPL calculations and finalizes report.

Performance Standards:

Provide annual reports of upper payment limit test results and fiscal analyses for hospital and nursing facility services and submit to CMS by June 30 of each year for that state fiscal year.

Path of Business Procedure:

- Step 1: Compile data needed to complete the UPL calculations for both inpatient and outpatient.
- Step 2: Prepare UPL calculations.
- Step 3: Prepare report.
- Step 4: Perform review of calculations and reports.
- Step 5: Give report to the Department of Human Services (DHS).

Forms/Reports:

1. Annual Upper Payment Limit Calculations and Reports

RFP References:

6.7.4.2.2

Interfaces:

IME Core Unit
Department of Human Services (DHS) Fiscal Management

Medicaid Management Information System (MMIS)
Data Warehouse

Attachments:

N/A